

# **GUELPH CEMETERY COMMISSION**

**Incorporated by an Act of Parliament, 1919**

***By-laws***  
***Governing***  
***Woodlawn Memorial Park***

***Guelph, Ontario***

**By-laws have been approved by the Registrar,  
In accordance with the Funeral and Cremation Services Act, 2002**

**Effective May 1, 2017**

**Woodlawn Memorial Park**

***Dedicated to preserving the past, serving the present and preparing for the future.***

## *Personal Information*

The location of our lot in cemetery is Block \_\_\_\_\_

Our lot has \_\_\_\_\_ graves – known as \_\_\_\_\_

The Interment Rights Holder is \_\_\_\_\_

The Certificate of Interment Rights is located at \_\_\_\_\_

Memorial Description \_\_\_\_\_

For future inscriptions contact \_\_\_\_\_ Phone \_\_\_\_\_

Notes about flowers and wreaths \_\_\_\_\_

Garden Service \_\_\_\_\_

Personal Notes \_\_\_\_\_

### **WOODLAWN MEMORIAL PARK and CREMATORIUM**

**Operated by the Guelph Cemetery Commission**

**762 Woolwich Street**

**Guelph, Ontario**

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## ***You asked...?***

*The following are the questions we are most often asked. The cemetery staff feel that the more you know and understand about the services we provide and the day to day operation of your cemetery, the better it will be for you, your family and all of us. We welcome your suggestions and **your questions!***

*How do I purchase a lot?* One of our staff members will describe the types of plots available and show you the areas in the cemetery explaining any restrictions and rules at the time. You are under no obligation but should you decide to purchase Interment Rights, the forms are filled out at the Cemetery office.

*Where do I buy a monument or marker?* Woodlawn Memorial Park offers personal memorial designs through the office located on the grounds. We have team members trained to assist with Woodlawn families through every aspect of a meaningful design. Memorials can tell stories about the loved ones buried here. Funds generated through the sale of memorials purchased from Woodlawn stay in Woodlawn for improvements to Woodlawn Memorial Park. Monuments can be purchased from a private monument supplier that has no connection to the Cemetery. If it is your decision to buy a memorial from an outside dealer you will need to make an appointment with Woodlawn to come in and sign a contract for a foundation or the installation of a marker. These fees need to be paid prior to the memorial arriving on the grounds of Woodlawn.

*Why are there rules about artificial flowers?* People like yourself take pride in the arrangements they leave in the cemetery. However, some do not maintain their displays and they get discoloured, ragged looking, sometimes even out of season. An arrangement of holly and poinsettias just doesn't look right in June! The removal of arrangements in the spring and fall allows those who care to come in and take their arrangement. Abandoned ones can then be identified and we can dispose of them.

*Why can't I put flowers in the Cremation Gardens?* The Gardens are beautifully and professionally kept. The spring beds are changed for summer and the hillside is beautiful until late in the autumn. The Columbarium Walls and the Cremorials were designed to be beautiful and compliment the gardens in their simplicity. No other area of the Cemetery has such a concentration of flowers beds, shrubs and flowering trees.

# **BY-LAWS**

## **GOVERNING WOODLAWN MEMORIAL PARK**

### **INTRODUCTION**

The Guelph Cemetery Commission (GCC) is a not-for-profit organization dedicated to preserving the past, serving the present and preparing for the future.

The GCC, founded by an Act of Parliament in 1919 to oversee the financial standing of the Union and St. George's Cemeteries and bring both cemeteries under one board of directors for a unified direction in the future development and maintenance of both.

The history of the two cemeteries began in 1827 when John Galt founded the community of Guelph. The Union Cemetery, an all faith cemetery, was first established where the present Baker Street parking lot is today. The land was purchased by both the Town of Guelph and the Guelph Township. The St. George's Cemetery, for the Anglican community of Guelph, was first developed at St. George's Square right next to the first St. George's Church. Both these cemeteries were closed to further burials in December 1853 by a Guelph By-Law.

The present location of Woodlawn was founded in 1854. The original 40 acres (at the time this was the largest track of land set aside for cemetery use in Wellington County) was purchased 1853 by the 3 groups which owned the original lands in the core of the town. The Township of Guelph purchased 15 acres, the town of Guelph purchasing 15 acres and the Lord Bishop of Niagara and the Rector and Church Wardens of St. George's Church purchasing 10 acres. They carried on with their original names, the Union Cemetery and the Anglican Cemetery and were operated as two cemeteries until 1919 when the Guelph Cemetery Commission was formed and took over the control of both Cemeteries and the two names continued until 1928 when a public contest was held for the renaming of the two cemeteries. The new name would become Woodlawn.

Now grown to become an 80 acre cemetery we continue to serve our community offering cemetery and crematorium service for Guelph and the surrounding area. Progress has brought another name change. We are still known as Woodlawn, what we have added is Woodlawn Memorial Park, Woodlawn Crematorium and Woodlawn Mausoleum.

Please read this document carefully. It contains the By-Laws referred to in the Cemetery Contract issued for Interment Rights, supplies and services provided by Woodlawn Memorial Park.

## **GLOSSARY OF TERMS**

**“Applicant”** means an individual, or duly assigned representative who has made a request in accordance with this By-law for the cremation of human remains

**“Bereavement Authority of Ontario”** is a not for profit corporation responsible for administering provisions for the Funeral, Burial and Cremation Services Act, 2002 and associated regulations on behalf of the Ontario government.

**“By-Laws”** means the rules and regulations under which the Guelph Cemetery Commission and Woodlawn Memorial Park operate.

**“Block”** means a subdivided area of a cemetery made up of a number of sections or grave lots.

**“Burial”** the word “Burial” may be used throughout this By-law as a general word for Interments, Entombments and Inurnments.

**“Care and Maintenance Fund”** : It is a requirement under the Funeral, Burial and Cremation Services Act, 2002 that a prescribed amount or a percentage of the purchase price (excluding tax) of all Interment and Scattering Rights sold; and prescribed amounts for monument and markers is contributed into the care and maintenance fund. If no scattering rights are sold but scattering is permitted a prescribed amount must be contributed to the fund when the scattering is conducted. Interest earned from this fund is used to provide care and maintenance lots, plots, markers and monuments at the cemetery.

**“Casket”** means a container into which the deceased may be placed prior to interment, entombment or cremation. It may be made of a variety of materials.

**“Cemetery”** shall mean Woodlawn Cemetery, also known as Woodlawn Memorial Park, 762 Woolwich Street, in the City of Guelph, in the Province of Ontario.

**“Certificate of Interment Rights”** means a document, issued by the Cemetery once Interment Rights have been paid in full, specifying the ownership of the Interment Rights.

**“Columbarium”** means a structure designed for the purpose of interring cremated human remains in sealed compartments above ground.

**“Common Crypt”** means the secure space in Woodlawn Memorial Park set aside for the deposit of cremated remains.

**“Contractor”** means anyone receiving compensation for work done in the Cemetery.

**“Cremated remains”** means that which is left after a body has been cremated; commonly called “ashes” but is in fact, bone fragments.

**“Cremation Services Agreement”** means the contract between the Applicant and Woodlawn Crematorium for the provision of cremation services as outlined by the terms therein.

**“Crypt”** means an entombment space designed for the permanent deposit of human remains.

**“Disinterment”** means the removal of human remains, including cremated human remains, from a closed or sealed Gravesite, Crypt or Niche.

**"Entombment"** means interment of human remains in an aboveground space, usually a crypt or niche.

**"FBCSA"** means the Funeral, Burial and Cremation Services Act, 2002, as amended from time to time.

**"Foot markers, footstones"** means a small flat granite marker installed flush with the ground at the foot of a grave.

**"General Manager"** means the General Manager of Woodlawn Memorial Park or designate.

**"Grave also known as a Lot"** means any in-ground burial space intended for the interment of a child, adult or cremated human remains.

**"Guelph Cemetery Commission"(GCC)** means the governing board of Woodlawn Memorial Park also recognized in this document as *the Commission*.

**"Human remains"** refers to cremated remains or the body of a deceased individual.

**"Inscription"** means words inscribed on a monument or maker, crypt or niche front, or in a book, to commemorate a life.

**"Interment"** means the burial of human remains and includes the placing of human cremated remains in a designated area.

**"Interment rights"** are the right to require or direct the burial or entombment of a deceased person or cremated remains of a deceased person in a grave, lot, niche or crypt.

**"Interment rights holder"** means a person or corporation owning the right to direct the burial or removal of the deceased, the cremated remains of the deceased and associated memorialization in an Interment Right as registered in the Cemetery records.

**"Linked monument foundation"** means a foundation that has been installed to support more than one monument. Generally spans 2 or more designated single graves.

**"Lot"** means a single grave space.

**"Marker"** means a flat memorial, usually made of granite or bronze, which is installed flush with ground level on a grave or lot.

**"Mausoleum"** means a structure or building containing individual compartments, other than a columbarium designed for the interment/entombment of human remains.

**"Memorial"** means any monument, marker, tombstone or plaque intended for commemoration.

**"Monument"** means an upright memorial, usually made of granite, installed at the head of a grave or lot.

**"Niche"** means an individual compartment in a mausoleum or columbarium for the entombment of cremated human remains.

**"Office"** shall mean the place of business of Woodlawn Memorial Park, unless otherwise specified.

**“Ossuary”** unlike historic ossuary’s, cremation ossuary’s offers a safe “repository” *in a common chamber* for cremated remains. Cremated remains are non-recoverable.

**“Pallbearers”** means individuals whose duty is to carry the casket, when necessary, during a funeral service. Pallbearers in some instances are hired and in others are close friends and relatives of the deceased.

**“Plinth”** means a block or slab placed between the base of the monument and the tablet to allow for additional inscription.

**“Purchaser”** means the individual(s) purchasing the Interment Rights, products or services. The Purchaser does not hold or maintain the right to direct burials, disinterment or memorialization unless registered as the Interment Rights Holder(s) and are so named on the Interment Rights Certificate and registered in the cemetery records.

**“Recipient”** means the person for whom Cemetery services or supplies, or both are to be provided under a Cemetery contract or a Prepaid contract.

**“Sales Representative”** means a licensed Cemetery representative and or Funeral Director employed by a Funeral Establishment which has entered into a ‘*Sales Representative Agreement*’ with Woodlawn, authorizing the sale of Woodlawn Crematorium services to the public in accordance to the terms therein.

**“Scattering”** shall mean the act of spreading cremated remains over a designated area within a cemetery with the knowledge and permission of the cemetery operator and in keeping with the cemetery by-laws.

**“Scattering Grounds”** means the land within a cemetery that is set aside to be used for the scattering of cremated human remains

**“Scattering Rights Holders”** means the person who holds the scattering rights with respect to a scattering ground whether the person be the purchaser of the rights, the person named in the certificate of scattering or such other person to whom the scattering rights have been assigned.

**“Section”** means an area of a cemetery block subdivided that includes lots and graves.

**“Urn”** means a container for holding human cremated remains.

**“Urn vault”** means a non-collapsible protective outer container in which an urn containing cremated remains is enclosed at burial.

**“Vault”** means a non-collapsible protective outer container in which a casket is enclosed at burial.

**“Woodlawn Memorial Park”** refer to cemetery



## **GENERAL INFORMATION**

Woodlawn Memorial Park is a private property owned and operated by the Guelph Cemetery Commission and reserves full control over all cemetery operations and management of land within the cemetery grounds. These following By-laws are the Rules and Regulations that govern Woodlawn Memorial Park and will help ensure the preservation and proper operation of the cemetery. All procedures will comply with the Funeral, Burial and Cremation Services Act, 2002 and Ontario Regulation 30/11.

### **Visitation**

The cemetery is normally open for visitation from sunrise to sunset.

### **Office hours**

Office is open Monday – Friday 9:00am – 4:30pm

The office is not open Saturday, Sunday or Statutory holidays.

### **Burials**

Are performed between 9:00am – 3:45pm, Monday to Friday and Saturdays between 9am to 10:45am, excluding Statutory holidays.

Special rates will be charged during extended hours 3:46pm – 4:45pm, Monday to Friday and Saturday from 10:46am – 2:45pm

**No burials are permitted outside of these hours except at the discretion of the General Manager.**

### **Crematorium hours:**

Woodlawn will be open to receive deliveries between the following times:

Monday to Friday: 8:00 a.m. to 4:30 p.m.

Saturday: 8:00 a.m. to 12:00 p.m.

Sundays and Statutory Holidays: closed

**Private property:** The cemetery is private property. Interment Rights Holder(s) and the public may visit the Cemetery at their own risk and shall be governed by the following:

- **Damage to property:** No one shall damage, destroy, remove or deface any property in or belonging to the Cemetery;
- **Vehicles:** At no time shall vehicles park or drive on the grass. Owners of vehicles will be held liable for any damage caused by their drivers or vehicles;
- **Dogs, Cats and Pets:** All dogs, cats and pets must be on leash when on Cemetery property. Owners must clean up behind their pet;
- **Burial of Animals:** Burial of animals is not permitted;
- **Special Events:** Special Events are only permitted with the prior approval of the Cemetery;
- **Soliciting:** Canvassing, soliciting, advertising or distributing business cards in the Cemetery is prohibited.
- **Photographing, Filming, or Video-Taping:** Photographing, filming, or video-taping of any part of the Cemetery may only take place with the prior approval of the Cemetery;
- **In keeping with the park like philosophy of Woodlawn Memorial Park** bicycling, jogging and other recreational activities are permitted on cemetery roads except in the vicinity of a funeral service. To ensure the safety of our visitors and employees to the cemetery, bicycles must be operated in a safe manner that respects the sanctity of the cemetery and only operated on

cemetery roads at a speed less than 20 km/hr. Bicycle racing is strictly prohibited. All visitors are expected to conduct themselves in a dignified manner that will not disturb other cemetery patrons.

- **Improper Conduct:** In the sole opinion of the Cemetery, any person whose actions, conduct, behavior, or attire disturbs the decorum of the Cemetery, or who violates these By-laws, may be required to leave Cemetery grounds.
- Woodlawn Memorial Park is divided by an active railway track. The railway crossing has stop signs that must be obeyed and vehicles should proceed across with caution at all times.
- The use of roller blades and skateboards is strictly prohibited within the cemetery grounds.

### **By-Law Amendments**

The following Cemetery By-Laws have been adopted for the care and control of the Cemetery. These rules may be changed, modified or repealed from time to time, subject to Bereavement Authority of Ontario approval, should the Commission feel it in the best interest of all concerned to do so.

### **Right to Re-Survey:**

The Commission has the right at any time to re-survey, enlarge, diminish, re-plot, change or remove plantings, grade, close pathways or roads, alter in shape or size, or otherwise change all or any part of the cemetery, subject to approval of the appropriate authorities. The right to re-survey includes the ability to enlarge, construct a building or structure, alter, and/or diminish all or any portion of the Cemetery.

### **RESPONSIBILITY**

The Cemetery reserves, and shall have, the right to correct any errors that may be made in the Cemetery, in making interments, dis-interments or removals, or in the description, transfer, or conveyance of any interment rights, either by cancelling such conveyance and substituting and conveying in lieu thereof other interment rights of equal value and similar location as far as possible, or as may be selected by the Cemetery, or, by refunding the amount of money paid on account of the said purchase. In the event the error shall involve the interment or the remains of any person in such property, the Cemetery reserves and shall have, the right to remove and re-inter the remains to such other interment rights of equal value and similar location as may be substituted and conveyed in lieu thereof. The Cemetery shall also have the right to correct any errors made by making a correction to an improper inscription, and without limiting the generality of the foregoing the inclusion of an incorrect name or date, either on a memorial or a container for cremated remains. The Cemetery shall not be under any liability for any error so made.

All notices required by any rule or regulation, to be given to the interment rights holders, may be given personally to the rights holders or may be mailed to the rights holders, or their legal representatives, at their last postal address appearing in the records of the Cemetery. If there is no address, a letter addressed to the rights holder or his legal representative at "Guelph, Ontario" will be sufficient.

## **LIABILITY**

The Commission will not be held liable for any loss or damage, without limitation (including damage by the elements, Acts of God, or vandals) to any lot, plot, columbarium niche, mausoleum crypt, monument, marker, or other article that has been placed in relation to an interment or scattering right save and except for direct loss or damage caused by gross negligence of the cemetery. The cemetery is not responsible for loss or damage from any causes beyond its reasonable control, whether the damage or loss be direct or collateral.

## **OWNERSHIP OF MEMORIALS**

All Memorials are the property of the Interment Rights Holder except for the Mausoleum Crypt fronts and Columbarium Niche fronts. In addition, any approved items affixed to or intended to be affixed to the Mausoleum Crypt fronts and Columbarium Niche fronts are the property of the Interment Rights Holder. (I.e. bronze wreath/plaque)

## **PUBLIC REGISTER**

Provincial legislation – Section 110 of Ontario Regulation 30/11 requires all cemeteries and crematoriums to maintain a public register that is available to the public during regular office hours.

## **PRIVACY POLICY**

Personal Information: The Purchaser acknowledges and provides consent to permit the Cemetery to collect, use and disclose their personal information in accordance with the requirements under the FBCSA and Ontario Regulation 30/11 for information within the interment rights, interment public register and cremation register. The Purchaser also understands that the Cemetery does not rent or sell personal information to third party organizations.

## **QUESTIONS OR CONCERNS**

Any questions or concerns by rights holders or visitors should be made at the Office and not to staff on the grounds to ensure timely addressing of the concern by the appropriate party.

## **GIFTS TO THE CEMETERY**

The Commission gratefully accepts donations to the Cemetery and the Woodlawn Arboretum Fund. Structural gifts, such as benches, birdbaths, and sundials, as donations or elements in a donated area, must be approved by the General Manager, and become the property of the Cemetery. Donated items cannot be removed, painted or adjusted in any way or form by individuals. Structural gifts are located at the approval of the General Manager, although every effort is made to accommodate the request of the donor. This means that the cemetery can move or remove these items at its discretion if necessary. A donation is recognized for the natural lifetime of the plant or item.

## **PURCHASE OR TRANSFER OF GRAVES AND LOTS**

Purchasers of Interment Rights/Scattering Rights acquire the right and privilege of burial/scattering of human remains and of installing markers or monuments subject to the Cemetery By-laws of Woodlawn Memorial Park (as approved by the Bereavement Authority of Ontario).

Payment for Interment Rights shall be made to the Cemetery at the time of purchase. Payment for Interment Rights/Scattering Rights and services shall be in accordance with the Cemetery Price List in effect at the time of purchase. Each purchaser of Interment Rights/Scattering Rights shall be entitled to a Certificate of Interment Rights/Scattering Rights. The Certificate for Interment Rights/Scattering Rights may not be in the name of a minor. Such Certificate shall only be issued when all applicable charges and fees have been paid. No memorial shall be placed on any lot until all outstanding charges have been paid.

**Right to Sell Interment Rights/Scattering Rights after 30 days if paid in full:** Once payment has been made in full, and an Interment Rights/Scattering Rights Certificate has been issued by the Cemetery Owner to the Rights Holder(s), and thirty (30) days has expired following the Contract signing, the Rights Holder(s) may, at any time, sell the Interment Rights/Scattering Rights privately, or transfer the Interment Rights/Scattering Rights back to the Cemetery Owner in accordance with the FBCSA and the Cemetery By-laws. The Interment Rights/Scattering Rights cannot be sold or transferred for an amount greater than the value on the Cemetery Price List in effect at the time the sale or transfer is completed.

In the event that the Rights Holder(s) choose not to sell their Interment Rights/Scattering Rights privately and decide to sell their Interment Rights/Scattering Rights back to the cemetery, the cemetery operator will provide the Interment Right Holder(s) with the current price list prior to negotiating an agreed upon price. After doing so should the Rights Holder(s) decide to sell their Interment Rights/Scattering Rights back to the Cemetery, the Cemetery will issue the agreed upon payment amount for the Interment Rights/Scattering Rights to the Rights Holder, or if there is more than one Rights Holder, equally to all Rights Holders registered on the cemetery records, unless otherwise directed by all the Rights Holders.

A private sale or transfer of Interment Rights/Scattering Rights is not recognized by the Cemetery until the original Interment Rights/Scattering Rights Certificate has been returned to the Cemetery, with the sale or transfer endorsement completed and duly signed by the Rights Holder(s) and the third party Transferee(s), accepted by the Cemetery, registered on the cemetery records, in accordance with the Cemetery By-laws. In accordance with FBCSA, the current Cemetery administration fee is due and payable at the time of the sale or transfer, and payment must be received prior to the registration of the sale or transfer in the cemetery records. The Cemetery will issue a new Interment Rights/Scattering Rights Certificate to the Transferee(s) within thirty 30 days. Should the Rights Holder(s) transfer the Interment Rights/Scattering Rights back to the Cemetery, The Cemetery will issue a refund for the agreed upon amount to the Rights Holder(s) within thirty (30) days.

Should the Rights Holder(s) not be able to locate the Interment Rights/Scattering Rights Certificate, the Cemetery may issue a duplicate Interment Rights/Scattering Rights Certificate to facilitate the sale or transfer endorsement. The Cemetery reserves the right to charge an administration fee to issue a duplicate Interment Rights/Scattering Rights Certificate as shown on the Cemetery Price List in effect at the time the sale or transfer is complete.

**Cancellation of Interment Rights/Scattering Rights Within 30 Days:** The cancellation rights are set out in FBCSA and Ontario Regulation 30/11. The following summarizes the basic provisions of the law. If there is any conflict between the law and the following summary, the law will supersede.

Within thirty (30) days of signing the Cemetery Contract, the Purchaser may cancel the Contract by providing written notice of cancellation to the Cemetery office in accordance with the Cemetery By-laws.

Upon receiving written notice from the Purchaser or the Interment Rights/Scattering Rights Holder(s), the Cemetery will cancel the contract and issue a refund to the Purchaser or Interment Rights/Scattering Rights Holder(s) for the full amount paid to the time of cancellation within thirty (30) days of receiving said notice. If the Interment Rights/Scattering Rights Certificate has been issued to the Interment Rights Holder(s), the Certificate must be returned to the Cemetery along with the written notice of cancellation.

**Subdivision of Interment Rights:** No Rights Holder(s) may sub-divide and sell or trade a portion of an Interment Rights.

In accordance with the FBCSA, Regulation 30/11, the Cemetery is not required to repurchase the interment rights.

**No refund will be made for any lot if interment rights have been exercised.**

**Abandoned Graves:**

The Commission may apply for a declaration that Interment Rights are abandoned and then resell the Interment Rights in accordance with the Funeral, Burial and Cremation Services Act, 2002.

**CARE & MAINTENANCE FUND**

As required by sections 166 and 168 of Regulation 30/11, that a prescribed amount or percentage of the purchase price (excluding tax) of all interment and scattering rights sold; and prescribed amounts for monuments and markers is contributed into the care and maintenance fund. If no scattering rights are sold but scattering is permitted a prescribed amount must be contributed to the fund when the scattering is conducted. Interest earned from this fund is used to provide care and maintenance of lots, plots, markers and monuments at the cemetery. Contributions to the care and maintenance fund are not refundable except when interment or scattering rights are cancelled within the 30 day cooling off period.

The income generated from this fund is used to maintain, secure and preserve the cemetery grounds. Services that can be provided through this fund include:

- Re-levelling and or seeding of Lots or scattering grounds.
- Maintenance of cemetery roads, sewers and water systems.
- Maintenance of perimeter walls and fences.
- Maintenance of cemetery landscaping.
- Maintenance of mausoleum and columbarium.
- Repairs and general upkeep of cemetery maintenance buildings and equipment.

**Memorialization**

Care and Maintenance Fund Contribution for Marker and Monument Installation: In accordance with the FBCSA, the following contributions will be made to the Care and Maintenance Fund, for every installation of a marker or monument;

- |   |          |
|---|----------|
| (a) In the case of installing a flat marker measuring less than 1,116.3 sq. m. (173 sq.in.)                                     | \$0.00   |
| (b) In the case of installing a flat marker measuring over 1,116.3 sq. m. (173 sq.in.)  | \$50.00  |
| (c) In the case of installing an upright monument measuring 1.22 m. (4 ft.) or less in height or length, including the base     | \$100.00 |
| (d) In case of installing an upright monument measuring more than 1.22m. (4 ft.) either in height or length, including the base | \$200.00 |

## **OPENING AND CLOSING OF INTERMENT RIGHTS**

All funerals within the Cemetery shall be under the direction of the General Manager or designate.

Interment or Scattering Rights Holder(s) must provide written authorization prior to a burial, scattering, or entombment taking place. Should the Interment or Scattering Rights holder be deceased, authorization must be provided in writing by the person authorized to act on behalf of the Interment Rights Holder i.e. Personal Representative, Estate Trustee, Executor or next of kin.

No interment shall take place without a burial permit, nor until the person making arrangements for the interment (interment rights holder or an authorized designate) has complied with all by-laws, rules and regulations relative to burials. Persons ordering or making arrangements for burials are responsible for all incurred charges listed in the contract. Contracts must be signed by the authorized person, in the Cemetery Office, prior to the opening of any grave for interment.

Notice shall be given to the Cemetery at least twelve (12) working hours prior to each interment/scattering. The Cemetery cannot be held responsible for having graves prepared for funerals unless such notice is given.

The opening and closing of graves, crypts and niches or the scattering of cremated remains may only be conducted by cemetery staff or those designated to do work on behalf of the cemetery.

Cremated remains may be scattered within a designated area of the cemetery.

Cremated remains are not permitted to be scattered on a grave.

A Scattering Rights contract must be completed and the payment of the scattering fee must be received before the scattering of cremated human remains can take place. Once the cremated remains are scattered cremated remains cannot be retrieved.

No funeral service shall be held and no interment shall be made in the Cemetery on any Sunday or legal holiday, except by an order of the Medical Officer of Health or as specified in any contract. All funerals must arrive at the Cemetery within the hours specified in Cemetery By-laws and noted on the Cemetery Price List in effect at the time of interment. Interment equipment used shall be approved by the General Manager. The public is cautioned to maintain a safe distance, which is considered to be ten (10) metres or thirty (30) feet away from any working equipment or open graves. The public shall comply with directions from Cemetery employees, especially with regard to safety issues relating to equipment and open graves.

Every effort will be made to complete a burial on the assigned day and time. If due to inclement weather conditions, health and safety concerns, or conditions beyond the Cemetery's control, a burial cannot be made at the scheduled time, the Cemetery reserves the right to establish a temporary set up, and the burial shall be completed as soon as possible.

The Cemetery retains the right to temporarily relocate a monument or marker so that cemetery operations involving the opening and closing of a Lot or Grave may be performed.

The opening of a Lot or Grave for burial necessitates the temporary mounding of earth on adjacent Graves. The Cemetery reserves the right to determine the location for the temporary mound and will make reasonable efforts to restore adjacent Graves to their original condition as soon as possible following the closing of the Grave.

**Pets or other Animals**

Pets or other animals, including cremated animal remains, are not allowed to be buried on cemetery grounds.

**Closed caskets or containers:**

Remains must be delivered to the Cemetery for burial in a closed casket or container. Under no circumstances may an employee of the Cemetery open or close a casket or container.

In the case of cremated remains, remains must be delivered to the Cemetery for burial in a closed cremation urn or container. The cremated remains will be buried in such cremation urn or container.

**Number of Burials:**

The number of interments, caskets or cremated remains, permitted in each grave will be set in each Interment Rights Certificate. In most cases a single full-sized adult grave can contain only one (1) full-size casket, with a further two (2) cremated remains permitted or three (3) cremation if no casket.

**Contagious diseases:**

It is a legal requirement that the Cemetery be notified if a death is a result of contagious disease, prior to arrangements being made for the Burial.

**Dis-interments:**

Human remains may be disinterred from a lot provided that the written consent (authorization) of the Interment Rights Holder(s) has been received by the cemetery operator and the prior notification of the medical officer of health.

All dis-interments will be completed by cemetery staff at a date and time designated by the cemetery.

The Cemetery reserves the right to restrict any witnessing of the disinterment at its sole discretion.

In special circumstances the removal of human remains may also be ordered by certain public officials without the consent of the interment rights holder and/or next of kin(s).

The charges for a disinterment will be charged at the rates as outlined on the current Cemetery price list.

Payment is due in full prior to the dis-interment.

**MAUSOLEUM – Chapel Rentals**

The Mausoleum chapel is available on an hourly basis for services as outlined in the price list. The fee will be set out in the Cemetery Price List for Woodlawn Memorial Park. The symbolic lowering of caskets from the chapel to the crematorium is permitted provided the appropriate paperwork and applicable fees have been paid. Chapel lowering's must be approved and under the direct control of the Cemetery staff.

## **MEMORIALS**

No memorial shall be placed upon a grave or lot unless all applicable fees have been paid in full. These include fees for the interment rights, interment fees, the monument foundation and/or memorial setting fees. Designs and specifications relative to the material and construction must be submitted to and approved by the General Manager. The Cemetery reserves the right to refuse any design which is unstable, unsuitable, or inappropriate.

Memorials shall be constructed of granite and/or bronze. Attachments or additional elements must be of materials approved by the General Manager. This would include photo ceramic that is manufactured using permanent, weather resistant materials. All and any attachments must be listed on the foundation or installation request. Vases and dowel pins have to be noted. Pinning must be in dry mode only, to allow for the removal of the monument if necessary. Dowels must be made of stainless steel.

In some areas, vases and memory lights, built in as part of the memorial, are permitted: please refer to the additional rules and regulations for specific Blocks. Vases and memory lights must be made of material approved by the General Manager. If installed on a monument base, they must be installed on the top surface and not cut into it. For flat markers, vases and memory lights must be set in the marker such that they can be turned in, flush with the surface. There is a maximum of two candleholders or vases or any combination thereof per memorial, grave, or lot. Vases and memory lights remain the responsibility of the lot owner.

Not more than one monument shall be erected on a grave or lot. It shall be placed at the centre of the head of the grave or lot, except where alignment with nearby monuments justifies another location. The General Manager must approve the location before a foundation will be completed. Monuments shall not infringe on burial space.

### **Monument Standards – refer to additional information per Block for clarification:**

- Monument base shall be a minimum of eight inches (8") high
- A minimum of six inches (6") of the base must have a rock edge finish
- The base must be of uniform height and width, exception, sloped inscription base, 4-sided wash to be approved by management
- On a two (2) grave lot the base of a monument must not exceed forty-eight inches (48")
- On a lot of three (3) or more graves the base must not exceed fifty percent (50%) of the width of the lot
- Monument shall have a minimum tablet thickness of eight inches (8")
- Monument with a total height (including base) of over forty-eight inches (48") requires a tablet thickness increased by at least one inch (1") for every extra foot of height
- Monuments exceeding forty-eight inches (48") in height must be dowelled with stainless steel dowels and must be in dry mode
- All monuments over forty-eight inches (48") in height must be approved in writing by the General Manager.
- Neither the length nor width of the tablet and no part of a Monument may exceed the length or width of the monument base.
- Unique designs for monuments which deviate from these By-Laws must be submitted to the General Manager for approval
- All monuments shall be erected on a concrete foundation that is poured to forty-eight inches (48") or more below the surface of the ground. Foundations must be constructed by Cemetery staff.
- Foundation sizes are subject to a minimum of the base dimensions



- If incorrect dimensions are provided on an application form, the foundation will be removed and rebuilt at the expense of the purchaser, payable in advance.

Nameplates or tags attached to memorials, indicating origin of purchase or monument dealer shall not be larger than one-and-a-half inches by three inches (1.5" x 3").

No memorial shall be removed from Cemetery property, nor shall structural changes or work be performed on existing memorials, without approval and permission of the Cemetery.

If a monument or marker in the Cemetery presents a risk to public safety because it has become unstable, the Cemetery shall do whatever is necessary by way of repairing, resetting or laying down the memorial to remove the risk. Additional inscription cannot be added to an unstable monument until the monument has been stabilized at the Right Holder(s) or their representatives' expense.

**Rights Holder(s) Request to Remove Memorialization:** A marker, monument, or memorialization purchased by anyone other than the Rights Holder(s) may be removed by the cemetery staff on the written request of the Rights Holder(s).

**Please also refer to the Block Specific Regulations, regarding monuments and markers.**

## **MARKERS**

Flat markers must be of granite and/or bronze. If granite, they shall be not less than four inches (4") thick. Cement collars are not allowed, unless for continuity with other markers on the lot, or with the written approval of the Cemetery. If the marker is of bronze, it shall be secured on granite of not less than three inches (3") thickness with a two inch (2") outer border on all sides.

### **Marker Standards**

- The minimum size of a marker on a single grave is twenty inches (20") length x twelve inches (12") width refer to the additional rules and regulations for the specific block for maximum marker size.
- Photographs attached to flat markers are not permitted (i.e. photo ceramics)
- The marker must be delivered to a designated location.
- The marker must be installed by Cemetery staff, for a fee as set out in the Cemetery Price List.
- All markers will be installed with the top surface set level with the ground.
- No marker shall be placed upon a grave unless all charges have been paid for in full
- No pillow markers are allowed.

### **Footmarker/Footstone Standards –refer to additional information per Block for clarification**

- Shall be of a uniform thickness of not more than four inches (4") nor less than three inches (3")
- The minimum is twelve inches (12") length by six inches (6") width, unless matching another foot marker for continuity on a lot
- The maximum face size of a foot marker is fourteen inches (14") length by six inches (6") width
- All foot markers will be installed with the top surface set level with the ground
- Only one foot marker is allowed on each grave
- Footmarkers will be installed at the foot end/bottom end of grave, center of the grave.

**Expected Delivery Times for Granite and Bronze Markers:** Expected delivery and installation of granite and bronze markers, may vary as weather sometimes does not permit their installation on the Lot or Grave. All markers will be set in a timely manner, as weather permits.

- All deliveries of memorials will take place during cemetery working hours during Monday to Friday.
- All deliveries between November 1<sup>st</sup> and May 1<sup>st</sup> must be approved prior to delivery.
- 24 hours' notice must be given to the cemetery before delivery.

**Please also refer to the Block Specific Regulations, regarding monuments and markers.**

## **INSCRIPTIONS**

The cemetery requires the written consent of the Interment Right Holder(s) and an order form detailing the inscription to be placed on the memorial prior to the placement of the inscription. Only inscriptions which are in keeping with the dignity and decorum of the Cemetery will be permitted. Any instances of disagreement may be appealed directly to the Commission which shall make a final decision.

Lettering is permitted only on the face of the monument immediately adjacent to the lot. Lettering may be permitted on the side (ends) of a monument facing an adjoining lot where there is a minimum of thirty-six inches (36") between the base of the monument and the boundary of the lot or unless the Rights holder also owns the rights on the adjoining property. Any inscription, other than on the face of the memorial, requires permission from the General Manager.

The Office must be informed of inscription work before it begins. Contractors performing inscriptions must register with the Office each time they enter the Cemetery. Vehicles must be parked on the roadway and shall be moved on request. Those performing work in the Cemetery shall cease work in the immediate vicinity of a funeral, until the conclusion of the service.

## **SHARED MONUMENTS**

A shared monument involves the purchase of inscription rights on a monument, which remains the property of the Cemetery. Two opposing surfaces of the monument are available for inscription use; one each for the rights holders on the adjacent lots. A single monument is thus shared by two different rights holders.

All inscriptions are subject to approval of the Manager or designate and the content must comply with the requirements of the Rules and Regulations of Woodlawn Memorial Park under the heading inscriptions.

Ownership of the monument remains with Woodlawn Cemetery. The Cemetery will arrange for the repair, re-erection, or replacement of monuments damaged through accident or vandalism. Repair or replacement will be made from materials and designs as close as possible to the original as available at the time the repairs are made. The Cemetery's liability is limited to replacement cost and does not extend to Acts of God, war, or civil disturbances.

Because of their unique characteristics, no saddle wreaths are allowed on shared monuments. No ornament, decoration, or tributes are permitted in front of the memorial.

## **DECORATIONS**

The cemetery reserves the right to regulate the articles placed on lots that pose a threat to the safety of all interment rights holders, visitors to the cemetery and cemetery employees or prevents the cemetery from performing general cemetery operations, or that are not in keeping with the respect and dignity of the cemetery. Prohibited articles will be removed and disposed of without notification.

Grave decorations including all structures, ornaments or other embellishments including shepherd hooks, glass and ceramic items with the exception of monuments and markers, are prohibited. Any decorations in vases must not project higher than eighteen inches (18") above the lip of the vase. Please note that vases and lights are susceptible to winter damage. They are the responsibility of the interment rights holder and they will not be turned down by Cemetery staff for the winter months. On monument lots, decorations other than saddle wreaths cannot be higher than the monument. Cut flowers laid on graves, but not in containers, are welcome. Artificial flowers and wreaths are permitted only during designated periods. The Cemetery is not responsible if an arrangement is lost or for any damage that an arrangement causes to a memorial. Boxes and coverings for artificial flowers and wreaths are not allowed at any time. Flags of any kind other than those owned by the Guelph Cemetery Commission, cannot be larger than 18" in any direction. Flowers placed on a grave for a funeral shall be removed by the cemetery staff after a reasonable time to protect the sod and maintain the tidy appearance of the cemetery.

Twice a year we do a mass clean-up of the cemetery, this is carried out at the end of April and again at the end of October as advertised in the local papers and posted at both gates. The Cemetery removes all items on the lot including those found in the flowerbed and items not permanently affixed to the monument or base. During these clean-up dates April 20<sup>th</sup> to May 1<sup>st</sup> and October 20<sup>th</sup> to November 1<sup>st</sup> no artificial, no structural and no ornaments are permitted on the lots. These items will be removed for direct disposal. Families at these times are asked to remove personal items which they wish to keep during the clean-up period. Families are welcome to put back these items following the clean-up period provided they are in season and in keeping with the by-laws. This exercise is carried out to ensure the safety of our visitors and staff from broken items and to encourage the continued beauty of our cemetery.

## **FLOWER BEDS**

Flowerbeds are permitted only on graves with a monument. The flower plantings must be maintained, or they may be removed by Cemetery staff. Flower beds shall project fifteen inches (15") from the monument, and shall be the length of the base. Artificial edging and fencing around lots or flowerbeds is prohibited and will be removed by the cemetery staff.

The Cemetery shall not be responsible for replanting or replacing in the event of the destruction of, or damage to, plants, shrubs or trees from causes other than negligence on the part of the Cemetery. Their liability, if any, shall be fully satisfied by a reasonable effort to correct the same or by refunding monies paid to and received by them.

## **SHRUBS**

New shrubs will not be permitted to be planted on private Interment Right lots. Existing shrubs may not be higher than the monument or infringe on any burial space. Lot owners must provide maintenance or

shrubs will be removed, as will any shrub that interferes with an interment. Removal is subject to a fee as outlined on the Cemetery Price List.

## **CONTRACTORS**

Any contract work to be performed within the cemetery requires the written pre-approval of the interment rights holder and the cemetery operator before the work may begin. Pre-approval includes but is not limited to: landscaping, delivery of monuments and markers, inscriptions, designs, drawings, plans and detailed specifications relating to the work, proof of all applicable government approvals and permits, the location of the work to be performed. It is the responsibility of all contractors to report to the cemetery office and provide the necessary approvals before commencing work at any location on the cemetery property. Those people performing work in the Cemetery shall cease work in the immediate vicinity of a funeral, until the conclusion of the service.

**Contractor Responsibilities:** No contractor shall perform work within the Cemetery unless:

- Planks, plywood, runners etc. must be used at all times when driving on the turf areas to avoid causing any damage to roads and lawns within the cemetery.
- No work will be performed at the cemetery except during the regular business hours of the cemetery. 8:00 am – 4:30 pm Monday to Friday
- All workers must wear shirts with sleeves, pants, CSA approved safety boots, as well as all other safety equipment as applicable, at all times and,
- All workers shall be competent in the operation of equipment utilized for the purpose of the contracted services.
- All cemetery by-laws apply to all contractors and all work carried out by contractors within the cemetery grounds.
- Contractors performing any work in the cemetery must comply with all applicable legislation including but not limited to WSIB coverage, Occupational Health and Safety compliance standards, Environmental protection, WHMIS
- Contractors shall carry adequate liability and property damage insurance with a minimum coverage of Two Million Dollars (\$2,000,000) and shall provide proof of insurance upon request by the General Manager or designate.
- Contractors, monument dealers and suppliers shall not enter the cemetery in the evening, weekends or statutory holidays, unless approval has been granted by the Cemetery.
- Contractors shall temporarily cease all operation if they are working within 100 meters of a funeral until the conclusion of the service. The cemetery reserves the right to temporarily cease contractor operations at their sole discretion if the noise of the work being performed by the contractor is deemed to be a disturbance to any funeral or public gathering within the cemetery.
- Contractors working within the Cemetery must remove all implements, equipment and rubbish from the Cemetery at the conclusion of the work or at the end of each work day. All work sites must be secured when left unattended.

## **BLOCK SPECIFIC REGULATIONS - IN ADDITION TO THE GENERAL RULES**

The Guelph Cemetery Commission attempts to provide rights holders with a variety of choices regarding interment rights and memorialization. Because of this selection, Cemetery rules and regulations may vary from Block to Block. Please refer to the general Rules and Regulations of Woodlawn Memorial Park in the body of this booklet in addition to any appropriate sections that follow.

### **BLOCK G & P**

#### **CREMATION GRAVES:**

The size of each grave is approximately forty-two inches (42") by thirty-two inches (32"). A limit of two (2) cremation interments are permitted in each grave. All interments shall be performed by Cemetery staff for the fees set out in the Cemetery price list.

Only bronze flat markers are allowed on the Cremation Lawn. These must be twenty-four inches (length) by twelve inches (width) (24" x 12") bronze mounted on a granite back, providing an additional two inch (2") outer border. No vases are allowed.

Private flowerbeds, trees, shrubs and flower containers are prohibited at all times. Only flower containers approved by the Cemetery and installed by staff in designated areas may be used. Small winter wreaths (with a diameter of one foot (1') or less, are permitted during the winter period of November 1st until April 20<sup>th</sup>.

All visitors and Interment Rights Holders are subject to the Rules and Regulations of Woodlawn Memorial Park.

**COLUMBARIUM WALLS:** There is a limit of two (2) cremation interments in each niche. Niches are of a standard interior dimensions of ten inches by ten inches by ten inches (10" x 10" x 10"). For memorialization a bronze wreath approved by Woodlawn can be installed.

**COLUMBARIUM DOME:** There is a limit of two (2) cremation interments in each niche. Niches vary in size depending on location within the wall. Please determine the size of your niche by consulting cemetery staff before purchasing an urn. For memorialization a bronze wreath approved by Woodlawn can be installed.

**COLUMBARIUM TOWERS:** There is a limit of two (2) cremation interments in each niche. Niches are of a standard interior dimensions of twelve inches by twelve inches by twelve inches (12" x 12" x 12"). For inscription a bronze enduring memories plaque approved by Woodlawn can be installed.

Urns constructed of wood, a wood composite, or fragile material are not permitted. The condition of any Urn on subsequent openings is not the responsibility of the Cemetery.

All interments and removals, as well as the opening and sealing of niches, shall be performed by Cemetery staff for the fees set out in the price list.

No embellishment may be attached to any niche front with the exception of the approved bronze memorialization. Samples are available for viewing in the cemetery office.

## **BLOCK SPECIFIC REGULATIONS - IN ADDITION TO THE GENERAL RULES**

It is the Interment Rights Holders responsibility to ensure that the urn or urns that are being interred will fit.

Ownership of granite front niches are retained by the Cemetery to ensure consistency and quality. Therefore all inscriptions, bronze plaques, and attachments must be installed or inscribed by the Cemetery. Any unauthorized adornments or emblems will be removed and disposed of without notice and at the expense of the Interment Rights Holder. No persons other than the Cemetery shall remove or alter granite fronts. The design and content of the inscriptions of the granite fronts must be approved by the Cemetery designate and no inscription can be completed until the fees as set out in the Cemetery Price List have been paid in full.

All visitors and Interment Rights Holders are subject to the Rules and Regulations of Woodlawn Memorial Park

### **BLOCK G & Q: HERITAGE ESTATES**

There is a limit of two (2) cremation interments in each niche for a total of four (4) per Heritage Estate unit. Niches are of a standard inside size of eleven inches by eleven inches by eleven inches (11" x11" x11"). Urns constructed of wood, a wood composite, or fragile material are not permitted. The condition of any urn on subsequent openings is not the responsibility of the Cemetery.

All interments and removals, as well as the opening and sealing of niches, shall be performed by Cemetery staff for the fees set out in the Cemetery price list.

No embellishment or decoration may be attached to any Heritage Estate with the exception of an approved bronze plaque. Rights owners of Heritage Estates have the option of placing an approved, bronze, turn down style vase in the ground directly in front of their columbaria. Private flowerbeds, trees and shrubs are prohibited at all times.

All visitors and Interment Rights Holders are subject to the Rules and Regulations of Woodlawn Memorial Park

### **BLOCK G: CREMORIALS**

Cremorials are owned by the Cemetery. There are twelve units in each Cremorial. There is a limit of two (2) cremation interments to each unit. Urns are supplied with the unit and restricted to the ones provided, at no charge, by the Cemetery. All interments shall be performed by Cemetery staff for the fees set out in the Cemetery price list. All bronze memorialization plaques are sold at the cemetery office, prices set out in the Cemetery price list.

Private flowerbeds, trees, shrubs, and flower containers are prohibited at all times. Only flower containers approved by the Cemetery staff and installed by staff in designated areas may be used. Small winter wreaths (with a diameter of one foot (1') or less, , are permitted during the winter period of November 1st until April 20<sup>th</sup>.

All visitors and Interment Rights Holders are subject to the Rules and Regulations of Woodlawn Memorial Park.

## **BLOCK SPECIFIC REGULATIONS - IN ADDITION TO THE GENERAL RULES**

### **MAUSOLEUM: GLASS FRONTED NICHEs**

Cremation niches with glass fronts dictate certain considerations. Rights holders are encouraged to consider the visibility of the urns and their viewing by the public.

Glass front niches may contain a maximum of two (2) non-biodegradable urns with suitable identification and space permitting personal portraits of the deceased, and a limited number of personal mementos. The Cemetery must approve all items prior to their placement in the Niche, and must supervise the insertion and/or removal of items into or out of the Niche. The Cemetery reserves the right to open and close the Niche and requires the written permission of the Interment Rights Holder before the placement of articles in the Niche. The condition of any urn on subsequent openings is not the responsibility of the Cemetery. The Cemetery retains ownership of the niches in all respects, therefore decorations on the glass niche fronts is prohibited. A suitable charge may apply should the Interment Rights Holder(s) wish to remove or change items or articles in the niche

Urn or mementos must not touch the back, front, or sides of the niche.

Any inscriptions, other than as part of the urn, are to be made on plaques supplied by the Cemetery and placed within the niche. Each glass-fronted niche may contain personal mementos of the deceased at the discretion of the rights holder. These mementos must be made of timeless material and must be approved by the General Manager. Before any mementos are placed, the rights holder shall sign a waiver recognizing that the Cemetery is not responsible for any loss of, or damage to, mementos placed within the niche or left at the Mausoleum.

All interments and removals, as well as the opening and sealing of niches, shall be performed by Cemetery staff for the fees set out in the Cemetery Price List.

Access to the Mausoleum is controlled. Please inquire at the Office. All visitors and rights holders are subject to the Cemetery by-laws.

### **MAUSOLEUM: CRYPTS & MARBLE FRONTED NICHEs**

One (1) casket interment or three (3) cremation interments are allowed in each crypt. Marble fronted cremation niches provide Rights for two (2) urns.

Committal services may be conducted in the Mausoleum chapel. Entombment of the casket (remains) may be witnessed by the family, however the Cemetery reserves the right to disallow witnessing if it is felt the safety of anyone present would be at risk. Crypt fronts shall only be opened and sealed by Cemetery staff, at the fee set in the Cemetery Price List.

Ownership of marble fronts both full size crypts and niches are retained by the Cemetery to ensure consistency and quality. Therefore all inscriptions, bronze plaques, bronze lettering and attachments must be installed or inscribed by the Cemetery. Any unauthorized adornments or emblems will be removed and disposed of without notice and at the expense of the Interment Rights Holder. No persons other than the Cemetery staff shall remove or alter crypt fronts. The design and content of the inscriptions of the marble fronts must be approved by the Cemetery and no inscription can be completed until the fees as set

## **BLOCK SPECIFIC REGULATIONS - IN ADDITION TO THE GENERAL RULES**

out in the Cemetery Price List have been paid in full. Burial permits must be received by the Cemetery before entombment takes place.

Flowers, wreaths and decorations are left at the sole risk of the person placing them. They may be removed at any time if they are liable to stain or deface the marble, or they are deemed undesirable in the interests of other rights holders, or to maintain the Mausoleum in a neat and orderly condition. No personal tributes or decorations are allowed in the Mausoleum during the housekeeping periods of April 20<sup>th</sup> to May 1st and October 20<sup>th</sup> to November 1st.

Access to the Mausoleum is controlled. Keys are issued to Rights Holders only. Please inquire at the office.

All visitors and interment rights holders are subject to the Rules and Regulations of Woodlawn Memorial Park

### **COMMON CRYPT**

The Common Crypt, located on the lower level of the Woodlawn Memorial Park Mausoleum, makes provision for the secure but temporary interment of cremated remains. All deposits or removals shall be performed by Cemetery staff for the fees set out in the Cemetery price list. The condition of any cremated remains on retrieval is not the responsibility of the Cemetery. Neither visitation nor memorialization is possible.

### **SCATTERING GARDENS & OSSUARY CHAMBER**

By choosing a cemetery scattering garden you are choosing a permanent resting place that will never change ownership. A permanent location everyone can visit and also where information will be permanently recorded. A variety of areas will be provided, each offering the opportunity to purchase memorial plaques distinctive to that area. Other decorations are strictly prohibited.

Scattering will be permitted from April 1<sup>st</sup> to December 1<sup>st</sup> weather permitting. Cremated remains may be scattered in a designated Scattering Ground within the Cemetery or decanted into the Ossuary. Cremated remains are not permitted to be scattered on an Interment Right. Scattering is the only form of burial which is completely irretrievable.

Prior to the scattering of cremated remains taking place one must make arrangements directly through the Cemetery office. A Scattering Right must be purchased. In addition to the Right, an application for scattering must be completed and payment of the requisite scattering fee received at the cemetery office. Scattering must be performed in the presence of a Cemetery staff member who will facilitate the scattering. Families may be involved if they wish.

Memorialization – 6” x 2” bronze plaque, up to 3 lines of inscription.

All visitors and Interment/Scattering Rights Holders are subject to the Rules and Regulations of Woodlawn Memorial Park.

**BLOCK D2 - Refer to Block M2**



## **BLOCK SPECIFIC REGULATIONS - IN ADDITION TO THE GENERAL RULES**

### **BLOCK D4**

Non-collapsible vaults must be used for casket interments.

Cremation interments are permitted. A single casket grave may contain one (1) full-size burial with a further two (2) cremated remains allowed. Alternately, a single full-size grave may be designated to contain three (3) cremated remains.

Upright monuments and flat markers are allowed. Graves designated 5 or 6 may have flat markers only. Upright monuments will be centered over graves 1-4 only.

The base of an upright monument shall not exceed fifty percent (50%) of the width of the lot without written approval from the General Manager. The minimum length is forty-two inches (42"). The minimum height of the monument is twenty-eight inches (28"), which includes an eight-inch (8") base. Inscriptions are not allowed on the sides of a memorial facing an adjoining lot unless there is a minimum of thirty-six inches (36") between the base of the monument and the boundary of the lot, or unless the rights holder also holds the rights on the adjoining property.

For markers centred at the head of a lot (two or more graves sold as a unit), the minimum length thirty-six inches (36") and the minimum width is twelve inches (12"). The maximum length is forty-eight inches (48") and the maximum width is eighteen inches (18").

A lot which already contains a memorial may have additional flat markers, limited to one marker per grave centred at the head of the grave (excluding footstones). For markers at the head of a grave or for markers recognized as additional markers, the minimum length twenty-four inches (24") and the minimum width is twelve inches (12"). The maximum length is twenty-eight inches (28") and the maximum width is eighteen inches (18").

Vases and memory lights are permitted, but must be made of materials approved by the General Manager. Those for upright monuments must be installed directly onto the monument base and not cut into it. Memory lights and vases for markers must be installed flush with the surface of the marker, and must close into the marker when not in use. Vases are not permitted in additional markers. Please note that memory lights and vases are susceptible to winter damage. They are the responsibility of the rights holder, and will not be turned down by the Cemetery staff for the winter months.

Footstones are permitted.

New shrubs will not be permitted to be planted on private Interment Right lots. Existing shrubs may not be higher than the monument or infringe on any burial space. Lot owners must provide maintenance or shrubs will be removed, as will any shrub that interferes with an interment. Removal is subject to a fee as outlined on the Cemetery Price List. Flowerbeds shall project fifteen inches (15") from the monument and shall be the length of the base. Lot owners must provide maintenance for plantings. A flowerbed service is available at the Office. Where no monument is placed, neither flower beds, vases, shrubs, nor lot decorations are permitted.

All visitors and Interment Rights Holders are subject to the Rules and Regulations of Woodlawn Memorial Park

## **BLOCK SPECIFIC REGULATIONS - IN ADDITION TO THE GENERAL RULES**

### **Block I**

#### **CREMATION GRAVES: (Block I, Section 5, Lot 6, Graves 1-8)**

The size of each cremation grave is sixty inches (60") by thirty-nine inches (39").

A limit of two (2) cremations, are permitted in each grave. All interments and removals shall be performed by Cemetery staff for the fees set out in the current schedule of rates.

Flower beds are permitted only on graves with a monument. The flowerbed plantings must be maintained or they may be removed by Cemetery staff. Flower beds shall project fifteen inches (15") from the monument and shall be the length of the base. Artificial edging and fencing around lots or flower beds is prohibited.

Private trees, shrubs and flower containers (i.e. Vases) are prohibited at all times. No items are to be left on the ground, or the marker. Small winter wreaths (with a diameter of one foot (1') or less, installed on a wreath stand are permitted during the winter period of November 1<sup>st</sup> until April 20<sup>th</sup> .

Memorialization will be limited to a single upright. No more than one monument shall be erected on a grave lot. It shall be placed at the center of the head of the grave.

No footmarkers allowed.

Only inscription that follows the guidelines (see page 17) and has written approval from the Cemetery office will be permitted. A layout of the intended inscription showing size, letter style and spacing details is to be filed with the Cemetery office.

Contractors performing inscription on the uprights assume the responsibility of suitable replacement of the die stone, with all design and inscription, should their inscription be faulty, not conform to the guidelines or cause fault on the monument. (The proposed replacement must be of the same quality as the original and meet the approval and acceptance of the Guelph Cemetery Commission.

Contractors performing inscriptions must register at the office each time they enter the cemetery. Their vehicles are to be parked on the roadway and moved on request. Work in the cemetery shall cease in the immediate vicinity of a funeral until the conclusion of the service.

All visitors and Interment Rights Holders are subject to the Rules and Regulations of Woodlawn Memorial Park.

### **Block I – DVA**

The Veteran's area was designed to be a beautiful cremation area to add beauty to Woodlawn Memorial Park and honour those that have served our country through military service. The Veteran's area consists of cremation graves that allow for Military style upright as outlined by Veterans Affairs and Columbarium Wall Niches with bronze memorialization.

### **BLOCK I - Columbarium Wall**

A limit of two (2) cremations, are permitted in each Columbarium Wall niche. Niches are of a standard inside size of eleven and a half inches by eleven and a half inches by eleven and a half inches (11 ½" x 11 ½" x 11 ½"). Urns constructed of wood, a wood composite, or fragile materials are not permitted.

The condition of any urn on subsequent openings is not the responsibility of the cemetery. All interments and removals, as well as the opening and sealing of niches, shall be performed by Cemetery staff for the fees set out in the current Cemetery price list.

## **BLOCK SPECIFIC REGULATIONS - IN ADDITION TO THE GENERAL RULES**

The sale of these cremation niches will be limited to veterans and family member of veterans. All inurnments and removals shall be performed by Cemetery staff for the fees set out in the current Cemetery price list.

Private flower beds, trees, shrubs and flower containers (i.e. Vases) are prohibited at all times. No items are to be left on the ground or the plaque. Small winter wreaths (with a diameter of one foot (1') or less, installed on a wreath stand are permitted during the winter period of November 1<sup>st</sup> until April 20<sup>th</sup> in the cemetery garden adjacent to the location.

No embellishment may be attached to any niche front with the exception of an approved bronze plaque.

All memorialization on the Columbarium Wall must be a bronze plaque which includes but is not limited to a bronze enduring memories plaque.

All visitors and Interment Rights Holders are subject to the Rules and Regulations of Woodlawn Memorial Park.

### **CREMATION GRAVES: (Block I, Section 5, Lot 11 & 12)**

The size of each cremation grave is seventy-two inches (72") by thirty-six inches (36").

The sale of these cremation graves will be limited to at-need circumstances. The veteran must be deceased in order to purchase at this location. Proof of service will be required (veteran number). A limit of two (2) cremations (the Veteran and spouse), are permitted in each grave. All inurnments and removals shall be performed by Cemetery staff for the fees set out in the current Cemetery price list.

Private flower beds, trees, shrubs and flower containers (i.e. Vases) are prohibited at all times. No items are to be left on the ground, or the marker. Small winter wreaths (with a diameter of one foot (1') or less, installed on a wreath stand are permitted during the winter period of November 1<sup>st</sup> until April 20<sup>th</sup> .

Memorialization will be limited to military-style grave marking uprights, which are to be made of Barre Grey Granite Height 39" x Width 15" x Thickness 3", with 32" above grade as outlined by Veterans Affairs. No more than one monument shall be erected on a grave lot. It shall be placed at the center of the head of the grave. All foundations installed by Cemetery staff for the fees set out in the current schedule of rates.

Footstones are not permitted.

Only inscription that follows the guidelines and has written approval from the Cemetery office will be permitted. A layout of the intended inscription showing size, letter style and spacing details is to be filed with the Cemetery office.

Contractors performing inscription on the uprights assume the responsibility of suitable replacement of the die stone, with all design and inscription, should their inscription be faulty, not conform to the guidelines or cause fault on the monument. (The proposed replacement must be of the same quality as the original and meet the approval and acceptance of the Guelph Cemetery Commission.

Contractors performing inscriptions must register at the office each time they enter the cemetery. Their vehicles are to be parked on the roadway and moved on request. Work in the cemetery shall cease in the immediate vicinity of a funeral until the conclusion of the service.

## **BLOCK SPECIFIC REGULATIONS - IN ADDITION TO THE GENERAL RULES**

All visitors and Interment Rights holders are subject to the Rules and Regulations of Woodlawn Memorial Park.

### **BLOCK LILAC**

This area consists of single, two, three and larger family lots.

Each full-size grave may contain one (1) casket burial with a further two (2) cremated remains allowed. Alternately, a single full-size grave may be designated to contain three (3) cremated remains.

Flowerbeds may be planted only on graves with upright monuments. Flowerbeds shall project fifteen inches (15") from the monument and shall be the length of the base. Interment Right Owners must provide maintenance for plantings. A flowerbed service is available at the Office. Shrubs, ground cover, and the use of containers other than approved vases are prohibited.

Vases and memory lights are permitted, but must be made of materials approved by the General Manager. They must be installed flush with the surface of the marker, and must turn down into the marker when not in use. Please note that vases and memory lights are susceptible to winter damage. They are the responsibility of the rights holder, and will not be turned down by the Cemetery staff for the winter months.

Either upright monuments or flat markers are permitted unless designated as a flat marker only grave.

Footstones and cornerstones are not permitted.

### **Single Grave Interment Rights Lot**

Interment Rights sold as a single grave require a non-collapsible vault or liner. This rule does not apply to graves designated as flat marker only or in the case where a linked monument foundation has been installed.

For single grave interment rights, the base of a monument shall be centred at the head of the grave. It shall not be less than twenty-four inches (24") long nor exceed twenty-eight inches (28") in length. The minimum height is twenty-eight inches (28"), which includes an eight inch (8") base. Flat markers are limited to one marker per grave, centred at the head of the grave. The minimum length twenty-four inches (24") and the minimum width is twelve inches (12"). The maximum length is twenty-eight inches (28") and the maximum width is eighteen inches (18").

### **Two Grave Interment Rights Lot**

For two grave lots, the base of an upright monument shall not be less than thirty-two inches (32") long nor exceed forty-eight (48") in length. The minimum height is twenty-eight inches (28"), which includes an eight inch (8") base.

For markers centred at the head of a two grave lot, the minimum length thirty six inches (36") and the minimum width is twelve inches (12"). The maximum length is forty-eight inches (48") and the maximum width is eighteen inches (18").

Vaults may be used at the discretion of the rights holder.

## **BLOCK SPECIFIC REGULATIONS - IN ADDITION TO THE GENERAL RULES**

### **Three to Six Grave Interment Rights Lot**

The base of a monument, on a lot of three (3) or more graves, shall not exceed fifty percent (50%) of the width of the lot without written approval from the General Manager. The minimum length is forty-two inches (42"). The minimum height of the monument is twenty-eight (28") which includes an eight inch (8") base.

Rights holders that own 2 grave or greater lots may choose to treat multiple graves as a unit, in which case a larger flat marker, centred on the head of the graves will be permitted. The minimum length thirty-six inches (36") and the minimum width is twelve inches (12"). The maximum length is forty-eight inches (48") and the maximum width is eighteen inches (18").

Vaults may be used at the discretion of the rights holder.

All visitors and Interment Rights Holders are subject to the Rules and Regulations of Woodlawn Memorial Park.

### **DOUBLE DEPTH SECTION**

These specific sections in Block Lilac contain single, double depth graves with pre-installed double depth liners. Each grave may contain two (2) casket burials. Double depth graves are sold with only two (2) interment rights.

This section involves the purchase of inscription rights on a common monument wall that remains the possession of Woodlawn Memorial Park. A portion of the wall is designated to each grave for allowable inscription rights. All inscriptions are subject to approval of the Manager or designate and the content must comply with the requirements of the Rules and Regulations of Woodlawn Memorial Park under the heading INSCRIPTIONS.

Ownership of the wall remains with Woodlawn Memorial Park and the Guelph Cemetery Commission. Any part or portion of the wall damaged through accident or vandalism will be made from materials and designs as close as possible to the original as available at the time the repairs are made. The Commission's liability is limited to replacement cost and does not extend to Acts of God, war or civil disturbances.

Because of the unique characteristics of the wall, no saddle wreaths or attachments are allowed on shared monuments/walls. Any ornament, decoration or tribute must be kept in front of the memorial on the rights holder's grave space and not be visible or intrude on the other side or the graves at either side. Tributes cannot be placed on the base.

No flowerbeds are permitted.

Footstones are not permitted. No additional markers are permitted.

### **BLOCK M2 & D2**

Vaults may be used at the discretion of the rights holder.

Cremation interments are permitted. A single full-size grave may contain one (1) casket burial with a further two (2) cremated remains allowed. Alternately, a single full-size grave may be designated to contain three (3) cremated remains.

Upright monuments and flat markers are allowed. Note: Only flat markers are permitted on all graves designated as grave 3. Upright monuments and large primary markers may be centered over graves 1 & 2 only.

The base of an upright monument shall not be less than thirty-two inches (32") long nor exceed forty-eight inches (48") in length. The minimum height is twenty-eight inches (28"), which includes an eight-inch (8") base. Inscriptions are not allowed on the sides of a memorial facing an adjoining lot unless there is a minimum of thirty-six inches (36") between the base of the monument and the boundary of the lot, or unless the rights holder also holds the rights on the adjoining property.

For markers centred at the head of a lot (two graves sold as a unit), the minimum length is thirty-six inches (36") and the minimum width is twelve inches (12"). The maximum length is forty-eight inches (48") and the maximum width is eighteen inches (18").

A lot, which already contains a monument, may have additional flat markers, limited to one marker per grave, centred at the head of the grave (excluding footstones). No flowerbed will be allowed where this memorial option is exercised. For markers at the head of a grave or for markers recognized as additional markers, the minimum length twenty-four inches (24") and the minimum width is twelve inches (12"). The maximum length is twenty-eight inches (28") and the maximum width is eighteen inches (18").

Vases and memory lights are permitted, but must be made of materials approved by the General Manager. Those for upright monuments must be installed directly onto the monument base and not cut into it. Memory lights and vases for flat markers must be installed flush with the surface of the marker, and must close down into the marker when not in use. Vases are not permitted in additional markers. Please note that vases and memory lights are susceptible to winter damage. They are the responsibility of the rights holder, and will not be turned down by the Cemetery staff for the winter months.

Footstones are permitted.

New shrubs will not be permitted to be planted on private Interment Right lots. Existing shrubs may not be higher than the monument or infringe on any burial space. Lot owners must provide maintenance or shrubs will be removed, as will any shrub that interferes with an interment. Removal is subject to a fee as outlined on the Cemetery Price List. Flowerbeds shall project fifteen inches (15") from the monument and shall be the length of the base. Lot owners must provide maintenance for plantings. A flowerbed service is available at the Office. Where no monument is placed, neither flower beds, vases, shrubs, nor lot decorations are permitted.

All visitors and Interment Rights Holders are subject to the Rules and Regulations of Woodlawn Memorial Park.

### **Block N**

Vaults may be used at the discretion of the Interment Rights Holder.

## **BLOCK SPECIFIC REGULATIONS - IN ADDITION TO THE GENERAL RULES**

### **BLOCK P, SECTIONS 1-37 (Inclusive)**

All graves will be sold at the time of need. All charges are payable before an interment takes place.

Vaults may be used at the discretion of the rights holder.

Only flat markers in granite and/or bronze are permitted, with a limit of one marker per grave. Markers must have a minimum length of twenty-four inches (24") and a minimum width of twelve inches (12"). The maximum length is twenty-eight inches (28") and the maximum width is eighteen inches (18").

Vases and memory lights are permitted, but must be made of materials approved by the General Manager. They must be installed flush with the surface of the marker and must close down into the marker when not in use. Please note that vases and memory lights are susceptible to winter damage. They are the responsibility of the rights holder, and will not be turned down by the Cemetery staff for the winter months.

Shrubs, flowers and the placing of flowers, either natural or artificial, on the grave is strictly prohibited. The only exception is that fresh cut flowers may be placed in markers with built-in vases.

All visitors and Interment Rights Holders are subject to the Rules and Regulations of Woodlawn Memorial Park.

### **BLOCK P, SECTIONS 38-49 (Inclusive)**

Non-collapsible vaults must be used for interments. Flat bronze markers only.

Cremation interments are permitted. Each full-size grave may contain one (1) casket burial with a further two (2) cremated remains allowed. Alternately, each full-size grave may be designated to contain three (3) cremated remains. Only bronze flat markers are permitted. These must be installed on a granite back, and have a two inch (2") border on all sides. There is a maximum of one marker per grave (excluding footstones). For markers at the head of a grave the minimum length twenty-four inches (24") and the minimum width is twelve inches (12"). The maximum length is twenty-eight inches (28") and the maximum width is eighteen inches (18"). Rights holders with side-by-side graves may choose to treat multiple graves as a unit, in which case a larger flat marker, centred on the head of the graves will be permitted. The minimum length thirty-six inches (36") and the minimum width is twelve inches (12"). The maximum length is forty-eight inches (48") and the maximum width is eighteen inches (18").

Vases and memory lights are permitted, but must be made of materials approved by the General Manager. They must be installed flush with the surface of the marker, and must close down into the marker when not in use. Please note that vases and memory lights are susceptible to winter damage. They are the responsibility of the rights holder, and will not be turned down by the Cemetery staff for the winter months.

Shrubs, flowers and the placing of flowers, either natural or artificial, on the grave is strictly prohibited. The only exception is that flowers may be placed in markers with built-in vases.

Footstones are not permitted.

All visitors and Interment Rights Holders are subject to the Rules and Regulations of Woodlawn Memorial Park.

## **BLOCK SPECIFIC REGULATIONS - IN ADDITION TO THE GENERAL RULES**

### **BLOCK P, SECTIONS 50 & 51, GRAVES 4 to 17 - ARBOUR WALK**

These specific sections in Block P contain single, double depth graves with pre-installed double depth liners. Each grave may contain two (2) casket burials. Double depth graves are sold with only two (2) interment rights.

The Arbour Wall involves the purchase of inscription rights on a common monument wall that remains the possession of Woodlawn Memorial Park. A portion of the wall is designated to each grave for allowable inscription rights. All inscriptions are subject to approval of the Manager or designate and the content must comply with the requirements of the Rules and Regulations of Woodlawn Memorial Park under the heading INSCRIPTIONS.

Ownership of the wall remains with Woodlawn Memorial Park and the Guelph Cemetery Commission. Any part or portion of the wall damaged through accident or vandalism will be made from materials and designs as close as possible to the original as available at the time the repairs are made. The Commission's liability is limited to replacement cost and does not extend to Acts of God, war or civil disturbances.

Because of the unique characteristics of the wall, no saddle wreaths or attachments are allowed on shared monuments/walls. Any ornament, decoration or tribute must be kept in front of the memorial on the rights holder's grave space and not be visible or intrude on the other side or the graves at either side. Tributes cannot be placed on the base.

No flowerbeds are permitted.

Footstones are not permitted. No additional markers are permitted.

### **Block P, Sections 50 – 52 Cremation lots – See Block G, Cremation Lawn**

### **BLOCK Q**

Non-collapsible vaults must be used for interments.

A single full-size grave may contain a pre-installed double depth concrete liner which can accommodate 2 (two) caskets. Graves with a double depth liner only have two (2) interment rights.

Cremation interments are permitted. A single full-size grave may contain one (1) casket burial with a further two (2) cremated remains allowed. Alternately, a single full-size grave may be designated to contain three (3) cremated remains.

At the head of a lot, only upright memorials are allowed, unless the lot is pre-designated as a flat marker lot. The base of a monument, on a two (2) grave lot, shall not exceed four feet (4') in length, nor be less than thirty-two inches (32") long. The minimum height is twenty-eight inches (28"), which includes an eight-inch (8") base. Inscriptions are not allowed on the sides of a monument facing an adjoining lot unless there is a minimum of three feet (3') between the base of the monument and the boundary of the lot, or unless the rights holder also holds the rights on the adjoining property.

The base of a monument on a single grave shall not exceed twenty-eight inches (28") in length, nor be less than twenty-four (24") long. The minimum height is twenty-eight inches (28"), which includes an eight-inch 8" base. One additional flat marker is allowed, minimum 24 x 12, maximum 28 x 18 is



permitted, centred in front of the monument only in addition to an existing monument.

The base of a monument, on a lot of three (3) or more graves, shall not exceed fifty percent (50%) of the width of the lot without written approval from the General Manager. The minimum length is forty-two inches (42"). The minimum height of the monument is twenty-eight (28") which includes an eight inch (8") base. Inscriptions are not allowed on the sides of a memorial facing an adjoining lot unless there is a minimum of thirty-six inches (36") between the base of the monument and the boundary of the lot, or unless the rights holder also holds the rights on the adjoining property. On an eight (8) grave lot, the base of a monument cannot exceed twelve feet (12') nor be less than six feet (6') and must be approved in writing by the General Manager.

A lot, which already contains a monument, may have additional flat markers, limited to one marker per grave, centred at the head of the grave (excluding footstones). These additional markers must be between a maximum between 200 and 448 square inches in size and may be of bronze or granite.

For markers centred at the head of a lot (two or more graves sold as a unit), the minimum length thirty-six inches (36") and the minimum width is twelve inches (12"). The maximum length is forty-eight inches (48") and the maximum width is eighteen inches (18"). A lot, which already contains a marker centred at the head, may not have additional markers other than footstones.

Vases and memory lights are permitted, but must be made of materials approved by the General Manager. They must be installed directly onto the monument base and not cut into it. Please note that memory lights and vases are susceptible to winter damage. They are the responsibility of the rights holder, and will not be turned down by the Cemetery staff for the winter months.

Footstones are permitted.

Shrubs are not permitted. Flowerbeds may be planted only on lots with upright monuments. Flowerbeds shall project fifteen inches (15") from the monument and shall be the length of the base. Lot owners must provide maintenance for plantings. A flowerbed service is available at the Office. Where no monument is placed, neither flower beds, vases, shrubs, nor lot decorations are permitted.

All visitors and Interment Rights Holders are subject to the Rules and Regulations of Woodlawn Memorial Park.

## **MAPLE GARDEN – BLOCK Q**

The Maple Garden was designed to be a beautiful cremation area to add beauty to your cemetery. The Maple Garden consists of cremation graves and Heritage Estate Columbaria.

## **CREMATION GRAVES**

The size of each cremation grave is thirty-six inches (36") by thirty-six inches (36").

A limit of two (2) cremations, are permitted in each grave. All inurnments and removals shall be performed by Cemetery staff for the fees set out in the current Cemetery price list.

Private flower beds, trees, shrubs and flower containers (i.e. Vases) are prohibited at all times. No items are to be left on the ground, or the marker. Small winter wreaths (with a diameter of one foot (1') or less, installed on a wreath stand are permitted during the winter period of November 1<sup>st</sup> until Easter.

## **BLOCK SPECIFIC REGULATIONS - IN ADDITION TO THE GENERAL RULES**

Memorialization will be inscription onto the pre-installed black granite markers only and made within the Maple Garden designated to the specific grave. The marker remains the property of Woodlawn Memorial Park. Therefore, all and any inscription must adhere to the guidelines set out for the Maple Garden. A copy is available at the cemetery office.

Only inscription that follows the guidelines and has written approval from the Cemetery office will be permitted. A layout of the intended inscription giving size, letter style and spacing details is to be left on file in the office.

Contractors performing inscription on the markers of Maple Garden assume the responsibility of suitable replacement of the granite marker, with all design and inscription, should their inscription be faulty, not conform to the guidelines or cause fault on the marker. (The proposed replacement must be of the same quality of the original and meet the approval and acceptance of the Guelph Cemetery Commission.

Contractors performing inscriptions must register at the office each time they enter the cemetery. Their vehicles are to be parked on the roadway and moved on request. Work in the cemetery shall cease in the immediate vicinity of a funeral until the conclusion of the service.

All visitors and Interment Rights Holders are subject to the Rules and Regulations of Woodlawn Memorial Park.

### **The Heritage Estate Columbarium**

A limit of four (4) cremations, are permitted in each Heritage Estate Columbarium. Each Heritage Estate Columbarium consists of two (2) niches. Niches are of a standard inside size of eleven and a half inches by eleven and a half inches by eleven and a half inches (11 ½" x 11 ½" x 11 ½"). Urns constructed of wood, a wood composite, or fragile materials are not permitted. The condition of any urn on subsequent openings is not the responsibility of the cemetery. All inurnments and removals, as well as the opening and sealing of niches, shall be performed by Cemetery staff for the fees set out in the current Cemetery price list.

Private flower beds, trees, shrubs and flower containers (i.e. Vases) are prohibited at all times. No items are to be left on the ground, or the marker. Small winter wreaths (with a diameter of one foot (1') or less, installed on a wreath stand are permitted during the winter period of November 1<sup>st</sup> until Easter.

All memorialization on Heritage Estate Columbarium must be in bronze which includes but is not limited to bronze enduring memories plaque, bronze wreath etc.

All visitors and Interment Rights Holders are subject to the Rules and Regulations of Woodlawn Memorial Park.

## **BLOCK S**

### **BLOCK S – MUSLIM SECTIONS 1 – 3**

Interments will take place with the foot of the grave towards Woodlawn Road.

Only flat markers in bronze are permitted, with a limit of one marker per grave. This area was designed and laid out for the members of the Islamic Society of Guelph. All graves are to be sold at the time of need. No choice of location. The marker is to be centered at the head of a single grave. The minimum

## **BLOCK SPECIFIC REGULATIONS - IN ADDITION TO THE GENERAL RULES**

length is to be twenty-four inches (24") and the minimum width is twelve inches (12"). The maximum length is twenty-eight inches (28") and the maximum width is eighteen inches (18"), mounted on a granite back, providing an additional two inch (2") outer border. All markers must be approved by the Islamic Society of Guelph.

Concrete liners are optional but if used there must be at least a 2' x 2' hole in the bottom. As per the Islamic Society of Guelph.

The planting of shrubs or flowers, natural or artificial, on the grave or in containers is strictly prohibited.

Footstones are not permitted.

### **BLOCK S – SECTIONS 4 – 10 AT NEED**

These sections contain single graves only, sold at time of need. This interment right permits one (1) casket interment or one (1) cremation burial. All charges are payable before an interment takes place. Vaults may be used at the discretion of the rights holder. Only flat markers in granite and/or bronze are permitted, with a limit of one marker per grave. Markers must have a minimum length of twenty-four inches (24") and a minimum width of twelve inches (12"). The maximum length is twenty-eight inches (28") and the maximum width is eighteen inches (18").

The planting of shrubs or flowers, natural or artificial, on the grave or in containers is strictly prohibited.

Footstones are not permitted.

All visitors and Interment Rights Holders are subject to the Rules and Regulations of Woodlawn Memorial Park.

### **BLOCK S – SECTION 11 – INFANT OR CREMATION GRAVES (MONUMENTS FACE THE GARDEN OF PEACE)**

These premium graves can be purchased at or before need. Each grave may contain one (1) infant casket interment. Alternately, a grave may contain three (3) cremation interments only.

Upright monuments only are permitted. The base of the monument must be twenty-eight inches (28") in length. The minimum height is twenty-eight inches (28"), which includes an eight-inch (8") base.

Footstones are not permitted.

Shrubs are not permitted. Garden beds are permitted on graves with a monument in place. Please refer to the Flower Bed section in this book for guidelines.

All visitors and Interment Rights Holders are subject to the Rules and Regulations of Woodlawn Memorial Park.

### **BLOCK S, SECTION 12, 13 & 14 – UPRIGHT SINGLES (MONUMENTS FACE GARDEN OF PEACE)**

These premium graves may be purchased at or before need. Non-collapsible vaults are required. Cremation interments are permitted. A single full-size grave may contain one (1) casket interment and two (2) cremated remains or three (3) cremated remains only. Only upright monuments are allowed. The base

## **BLOCK SPECIFIC REGULATIONS - IN ADDITION TO THE GENERAL RULES**

of a monument shall be twenty-eight inches (28") in length. The minimum height is twenty-eight inches (28"), which includes an eight-inch (8") base. Inscriptions are not allowed on the sides of a monument facing an adjoining lot.

Vases and memory lights are permitted, but must be made of materials approved by the General Manager. They must be installed directly onto the monument base and not cut into it. Please note that memory lights and vases are susceptible to winter damage. They are the responsibility of the rights holder, and will not be turned down by the Cemetery Staff for the winter months.

Footstones are not permitted.

Shrub plantings are not permitted.

Where no monument is placed neither flowerbeds, vases, nor lot decorations are permitted.

All visitors and Interment Rights Holders are subject to the Rules and Regulations of Woodlawn Memorial Park.

### **BLOCK S, SECTION 15 & 16 – UPRIGHT CREMATION ONLY (MONUMENTS FACE THE GARDEN OF PEACE)**

These premium graves can be purchased at or before need. Cremation interments only are permitted. A single grave may contain up to three (3) cremated remains.

Upright monuments only are allowed. The base of an individual freestanding monument shall be twenty-eight- inches (28") long. The minimum overall height of the monument and base is twenty-eight inches (28"), which includes an eight-inch (8") base. See monuments section.

Footstones are not permitted.

All visitors and Interment Rights Holders are subject to the Rules and Regulations of Woodlawn Memorial Park.

### **BLOCK W**

Vaults may be used at the discretion of the rights holder.

Cremation interments are permitted. A single full-size grave may contain one (1) casket burial with a further two (2) cremated remains allowed. Alternately, a single full-size grave may be designated to contain three (3) cremated remains.

Upright monuments and flat markers are allowed.

The base of an upright monument shall not exceed forty-eight inches (48") in length nor be less than thirty-two inches (32") long. The minimum height is twenty-eight inches (28"), which includes an eight-inch (8") base. Inscriptions are not allowed on the sides of a memorial facing an adjoining lot unless there is a minimum of thirty-six inches (36") between the base of the monument and the boundary of the lot, or unless the rights holder also holds the rights on the adjoining property.

For markers centred at the head of a lot (two graves sold as a unit), the minimum width is twelve inches

## **BLOCK SPECIFIC REGULATIONS - IN ADDITION TO THE GENERAL RULES**

(12") and the minimum length thirty-six inches (36"). The maximum width is eighteen inches (18") and the maximum length is forty-eight inches (48").

A lot, which already contains a memorial, may have additional flat markers, limited to one marker per grave, centred at the head of the grave (excluding footstones). For markers at the head of a grave or for markers recognized as additional markers, the minimum length twenty-four inches (24") and the minimum width is twelve inches (12"). The maximum length is twenty-eight inches (28") and the maximum width is eighteen inches (18").

Vases and memory lights are permitted, but must be made of materials approved by the General Manager. Those for upright monuments must be installed directly onto the monument base and not cut into it. Memory lights and vases for flat markers must be installed flush with the surface of the marker, and must close down into the marker when not in use. Vases are not permitted in additional markers. Please note that vases and memory lights are susceptible to winter damage. They are the responsibility of the rights holder, and will not be turned down by the Cemetery staff for the winter months.

Footstones are permitted.

New shrubs will not be permitted to be planted on private Interment Right lots. Existing shrubs may not be higher than the monument or infringe on any burial space. Lot owners must provide maintenance or shrubs will be removed, as will any shrub that interferes with an interment. Removal is subject to a fee as outlined on the Cemetery Price List. Flowerbeds shall project fifteen inches (15") from the monument and shall be the length of the base. Lot owners must provide maintenance for plantings. A flowerbed service is available at the Office. Where no monument is placed, neither flower beds, vases, shrubs, nor lot decorations are permitted.

All visitors and Interment Rights Holders are subject to the Rules and Regulations of Woodlawn Memorial Park.

### **BLOCK V-SINGLE GRAVES**

Non-collapsible vaults must be used for interments.

Cremation interments are permitted. A single full-size grave may contain one (1) casket burial with a further two (2) cremated remains allowed. Alternately, a single full-size grave may be designated to contain three (3) cremated remains.

Only upright monuments are allowed. The base of a monument shall not exceed twenty-eight inches (28") in length, nor be less than twenty-four inches (24") long. The minimum height is twenty-eight inches (28"), which includes an eight-inch (8") base.

No flat markers, footstones, or cornerstones are permitted.

Vases and memory lights are permitted, but must be made of materials approved by the General Manager. They must be installed directly onto the monument base and not cut into it. Please note that memory lights and vases are susceptible to winter damage. They are the responsibility of the rights holder, and will not be turned down by the Cemetery staff for the winter months.

Flowerbeds may be planted only on graves with upright monuments. Flowerbeds shall project fifteen

## **BLOCK SPECIFIC REGULATIONS - IN ADDITION TO THE GENERAL RULES**

inches (15") from the monument and shall be the length of the base. Grave owners must provide maintenance for plantings. A flowerbed service is available at the Office. Shrubs, ground cover, and the use of containers other than approved vases are prohibited.

All visitors and Interment Rights Holders are subject to the Rules and Regulations of Woodlawn Memorial Park.

### **Block Vbi – Jewish**

Families seeking interment in the Beth Isaiah section must be a member of the Beth Isaiah Community of Guelph, approval subject to the Beth Isaiah Cemetery Committee.

Only upright monuments are allowed. Upright monuments can be centered over one (1) or more graves. No flat markers are allowed. No footstones permitted.

All monuments must be approved by the Rabi or designate.

Flowerbeds may be planted on lots with upright monuments. Flowerbeds shall project fifteen inches (15") from the monument and shall be the length of the base. Lot owners must provide maintenance for plantings. A flowerbed service is available at the Office. Where no monument is placed, neither flower beds, vases, nor lot decorations are permitted.

No interments are permitted on Saturdays. Contract Sunday and Statutory Holidays interments allowed at two (2) times the regular rate as set out in the current Cemetery price list.

### **BLOCK Y**

Non-collapsible vaults must be used for interments.

Cremation interments are permitted. A single full-size grave may contain one (1) casket burial with a further two (2) cremated remains allowed. Alternately, a single full-size grave may be designated to contain three (3) cremated remains.

Only upright monuments are allowed. The base of a monument shall not exceed forty-eight inches (48") in length, nor be less than thirty-two inches (32") long. The minimum height is twenty-eight inches (28"), which includes an eight-inch (8") base. Inscriptions are not allowed on the sides of a monument facing an adjoining lot unless there is a minimum of thirty-six inches (36") between the base of the monument and the boundary of the lot, or unless the rights holder also holds the rights on the adjoining property.

Vases and memory lights are permitted, but must be made of materials approved by the General Manager. They must be installed directly onto the monument base and not cut into it. Please note that memory lights and vases are susceptible to winter damage. They are the responsibility of the rights holder, and will not be turned down by the Cemetery staff for the winter months.

Footstones are permitted.

New shrubs will not be permitted to be planted on private Interment Right lots. Existing shrubs may not be higher than the monument or infringe on any burial space. Lot owners must provide maintenance or shrubs will be removed, as will any shrub that interferes with an interment. Removal is subject to a fee as

## **BLOCK SPECIFIC REGULATIONS - IN ADDITION TO THE GENERAL RULES**

outlined on the Cemetery Price List. Flowerbeds shall project fifteen inches (15") from the monument and shall be the length of the base. Lot owners must provide maintenance for plantings. A flowerbed

service is available at the Office. Where no monument is placed, neither flower beds, vases, shrubs, nor lot decorations are permitted.

All visitors and Interment Rights Holders are subject to the Rules and Regulations of Woodlawn Memorial Park.

### **BLOCK Z**

Non-collapsible vaults must be used for interments.

Cremation interments are permitted. A single full-size grave may contain one (1) casket burial with a further two (2) cremated remains allowed. Alternately, a single full-size grave may be designated to contain three (3) cremated remains.

Only flat markers in granite and/or bronze are permitted. There is a maximum of one marker per grave (excluding footstones). For markers at the head of a grave, the minimum length twenty-four inches (24") and the minimum width is twelve inches (12"). The maximum length is twenty-eight inches (28") and the maximum width is eighteen inches (18"). Rights holders with side-by-side graves may choose to treat multiple graves as a unit, in which case a larger flat marker, centred on the head of the graves will be permitted. The minimum length thirty-six inches (36") and the minimum width is twelve inches (12"). The maximum length is forty-eight inches (48") and the maximum width is eighteen inches (18").

Vases and memory lights are permitted, but must be made of materials approved by the General Manager. They must be installed flush with the surface of the flat marker, and must close down into the marker when not in use. Please note that vases and lights are susceptible to winter damage. They are the responsibility of the rights holder and they will not be turned down by the Cemetery staff for the winter months.

Footstones are permitted.

The planting of shrubs, flowers and the placing of flowers either natural or artificial, on the grave is strictly prohibited. The only exception is that those who have markers with built in flower bases are permitted to place flowers in them.

All visitors and Interment Rights Holders are subject to the Rules and Regulations of Woodlawn Memorial Park.